



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

**TO BE HELD AT THE COUNCIL CHAMBERS – CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 4 March 2025

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 18 FEBRUARY 2025

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 4 March 2025

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 18 February 2025.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 18 February 2025 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 18 February 2025.

G/3. DEPUTATIONS

G/4. OFFICERS' REPORTS

G/4.1. REVIEW OF FIRE SAFETY POLICY AND ELECTRICAL SAFETY POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner, Acting

Council Meeting Date: 4 March 2025

File Ref: CM28.2

Purpose:

To propose the repeal of the Fire Safety Policy and the Electrical Safety Policy.

Officer's Recommendation:

That Council repeal P-2017-31 Fire Safety and P-2017-32 Electrical Safety Policy.

Summary:

Council is undertaking a comprehensive review of Council's policies and corporate standards with an aim of reducing policies by 15%. As part of the review, P-2017-31 Fire Safety Policy and P-2017-32 Electrical Safety Policy have been identified for repeal.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

The Fire Safety Policy demonstrates Council's commitment to ensuring a safe, productive, protective and healthy working environment in accordance with the Building Fire Safety Regulation 2008. The Electrical Safety Policy demonstrates Council's commitment to ensuring a safe, supportive, protective and healthy working environment and defining the responsibilities of electrical safety by the worker, Person Conducting Businesses or Undertaking (PCBU) and officers in complying with relevant safety standards, practices and the provisions outlined within the Electrical Safety Act 2002.

Following a review of the Fire Safety Policy and Electrical Safety Policy, it was identified that Council's Work Health and Safety Policy (P-2022-02) addresses the same intent, commitment and direction of the Fire Safety and Electrical Safety policies.

The Work Health and Safety Policy demonstrates Council's commitment to providing a safe, supportive, protective and healthy working environment for employees, contractors, volunteers and visitors to the workplace. Additionally, the Work Health and Safety Policy Statement demonstrates Council's recognition of its responsibilities to provide a safe and healthy work environment; complying with legislative requirements; and complying with all legal requirements, codes of practice and standards applicable to activities.

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Council's Safety Management System and safety documentation, such as the Emergency Evacuation Plan, Safe Work Method Statements (SWMS), risk assessments and work procedures, also provide direction on complying with all relevant legislation and Council requirements. Additionally, all Electricians are required through their licencing requirements to comply with the relevant legislations, codes of practices and standards regardless of Council's policy position.

Risk Management Summary:

Council has a minimal appetite for Health, Safety & Wellbeing and has a safety management system. The removal of these policies will not impact Council's risk profile.

Options and Opportunity Analysis:

Option 1 – Repeal the Fire Safety and Electrical Safety Policies (Officer recommendation)

This option will reduce duplication and assist Council to achieve its objective of reducing the number of policies.

Option 2 – Retain the policies

This option will maintain Council's current position. Minor amendments to the policies will be required to ensure they reflect current regulations.

Stakeholder Engagement:

Internal stakeholder engagement was undertaken in the review of the policies.

Legal and Regulatory Implications:

There is no legislative or regulatory requirement for Council to hold a policy regarding Fire Safety or Electrical Safety.

Financial and Resource Implications:

There are no financial or resource implications associated with the Officer's Recommendation.

Anticipated Resolution Completion Date:

18 March 2025

Attachments:

1. P-2017-31 Fire Safety Policy
2. P-2017-32 Electrical Safety Policy
3. P-2022-02 Work Health and Safety Policy

G/4.2. POLICIES RELATING TO STREET LIGHTS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 4 March 2025

File Ref: CM28.2

Purpose:

To propose the repeal of the Rural Residential Street Lighting Policy and the Solar Street Lights Policy.

Officer's Recommendation:

That Council:

1. Repeal P-2014/32 Rural Residential Street Lighting Policy; and
2. Repeal P-2014/45 Solar Street Lights Policy.

Summary:

This report considers the repeal of the Rural Residential Street Lighting Policy and the Solar Street Lights Policy as this information is contained within the Capricorn Municipal Development Guidelines (CMDG).

Link to Corporate Plan:

- Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

The purpose of the Rural Residential Street Lighting Policy is to establish the design and installation requirements of lighting for rural residential developments. It sets the technical standards which must be adhered to.

The Solar Street Lights Policy provides the exceptions under which Council will accept solar street lighting for assessable developments.

The Capricorn Municipal Development Guidelines (CMDG) sets the technical specifications for design and construction work including streetlights. The CMDG Geometric Road Design (D1) Design Guidelines provides for:

- rural residential street lighting in Annexure D01C;
- solar street lighting under section D01.22.05 - D01.22.07.

The civil construction elements of a development application are considered and assessed, where required, against the specifications set out in the CMDG. Further, CMDG guidelines typically align with Australian Standards with reviews undertaken on a regular basis by the Council's participating in the established body.

Risk Management Summary:

Council takes a cautious approach towards taking risk with a potential reputational consequence. The duplication of information across multiple sources is not effective for our customers and may result in incorrect, out of date information being provided to customers and developers.

Options and Opportunity Analysis:

Option 1 – Repeal the Policies (Officer’s Recommendation)

The two policies are largely technical in nature setting out design requirements for lighting in developments. Lighting requirements and standards are set through CMDG with any required assessments being done so against the CMDG documentation.

The duplication of information in multiple documents is not effective. Reducing and streamlining this information to be contained only within CMDG will improve accessibility and understanding. It will also align with the Information Management Policy principles in that information will be easy to find, access and use given developers are already familiar with the CMDG.

This recommendation supports the work currently being undertaken to comprehensively review Council policies with an aim to reduce total policies by 15%.

Option 2 – Further Policy Reviews

Alternatively, Councillors may seek to retain a policy/s. If this is preferred, an alternative recommendation could be:

That a review be undertaken of the existing Rural Residential Street Lighting Policy and the Solar Street Lights Policy to consider _____.

Stakeholder Engagement:

Subject matter experts in the Asset Design Team have contributed to the review. Endorsement of the proposed repeal of these policies was also received by the Asset and Service Management Steering Group.

Legal and Regulatory Implications:

There is no legal requirement for Council to adopt policies in relation to street lighting. Developers are already familiar with CMDG and it is not anticipated that the repeal of these policies will lead to legal or regulatory implications.

Financial and Resource Implications:

It is anticipated that there will be no financial implications as a result of the repeal of these policies. Adoption of the officer’s recommendation is expected to reduce resource commitments as there will be a single information source to maintain and review.

Anticipated Resolution Completion Date:

Within 2 weeks of resolution.

Attachments:

1. Existing P-2014/32 Rural Residential Street Lighting Policy;
2. Existing P-2014/45 Solar Street Lights Policy.

G/4.3. 2025 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY- MOTIONS AND ATTENDANCE

Responsible Officer: General Manager People and Strategy

Prepared By: Manager Strategy and Improvement

Council Meeting Date: 4 March 2025

File Ref: CM7.2 / GR3.1

Purpose:

The purpose of this report is to provide Council with the opportunity to consider motions to the 2025 Australian Local Government Association's (ALGA) annual National General Assembly (NGA) and to nominate Councillors to attend the event.

Officer's Recommendation:

That Council:

1. Submit the following conference motions to the Australian Local Government Association (ALGA) for consideration:
 - a. This National General Assembly urgently calls on the Australian Government to address the risks of battery disposal.
 - b. This National General Assembly calls on the Australian Government to create dedicated funding programs (full funding or 80:20) to support local governments to upgrade critical electrical infrastructure to ensure compatibility with renewable energy and carbon neutral technologies so renewable energy and emission reduction targets can be achieved.

2. Appoint and authorise the following councillors to attend the National General Assembly, 24–27 June 2025 in Canberra; _____, _____.

Summary:

The 2025 Australian Local Government Association's (ALGA) National General Assembly (NGA), will be held in Canberra in June and provides the opportunity for Council to influence the national policy agenda, strengthen the local government sector and network with other Councillors.

This report presents two motions for Council's consideration:

1. That the Australian Government address the risks of battery disposal
2. That the Australian Government create dedicated funding programs to support local governments to upgrade critical electrical infrastructure

If approved by Council, the motions will be debated at the NGA. Motions adopted at the NGA influence ALGA's strategic priorities and annual action plans. A Councillor of Gladstone Regional Council must be present at the NGA to present and speak to the motion.

Link to Corporate Plan:

- **Accountable Council** - We are providing good stewardship built on a foundation of trust.
- **Delivering Value** - We work efficiently to deliver value for your rates.
- **Resilient Economy** - We play our part in supporting the success of our region.

Background:

The 2025 National General Assembly (NGA) of Local Government, hosted annually by the Australian Local Government Association (ALGA), will be held from 24–27 June 2025 in Canberra. As the premier national gathering of local governments, the NGA provides the opportunity for Council to influence the national policy agenda and promote new ways of strengthening the local government sector, as well as providing a valuable networking forum with other participating Councils.

Councils are encouraged to submit motions for debate and those that are passed are considered by the ALGA board when determining policies, priorities, and advocacy strategies. The theme for this year is “National Priorities Need Local Solutions”.

Motions adopted at the NGA influence ALGA’s strategic priorities and annual action plans, which determine their focus of advocacy, activities, and resources. ALGA is seeking motions that align with their identified priority areas and the annual theme, and which identify opportunities for new federal programs and policies that will support councils to build stronger communities.

If Council elects to submit a motion for debate at the conference, a Councillor must also be in attendance to present and speak on the motion(s). As Mayor Burnett also attends the NGA in his capacity as National President of ALGA, it is preferable to have at least one other Councillor attend and speak to Council’s submitted motions.

This report identifies proposed motions for discussion and endorsement before submitting to ALGA for consideration.

Background information and a summary of the key arguments for each proposed motion are attached to this report.

Risk Management Summary:

Council has a minimal appetite for reputational risk and a moderate appetite for service delivery risk. The NGA provides Council with an opportunity to influence the national policy agenda and promote new ways of strengthening the local government sector. Should Council not submit a motion or authorise attendance at the conference, there is a risk that the opportunity to advocate for important issues affecting our community is missed.

Options and Opportunity Analysis:

Council could choose to submit all proposed motions, add, retract, or amend. Once resolved by Council, the motions cannot be amended without a further resolution from Council.

Motions are due for submission to ALGA by 31 March, and require Council endorsement. There is no further scheduled Council meeting following this meeting, and before the submission deadline.

Council could elect any number of Councillors to attend the NGA. A minimum of one Councillor is required to attend to speak to submitted motions, and two is recommended to support debate of motions.

The proposed motions align with Council’s strategic priorities and ALGA’s identified priority areas, as outlined in the attachment.

Stakeholder Engagement:

Internal Subject Matter Experts (SME’s) have informed the content and background of the proposed motions.

In addition, a broader internal stakeholder group of SMEs were consulted prior to refining the list of proposed motions, including;

- Economic Development
- Environment & Conservation
- Disaster Management
- Community Partnerships
- Finance
- ICT
- Waste Operations
- Governance

Legal and Regulatory Implications:

Council is required to formally approve any motions prior to submission to ALGA on Tuesday 31 March 2025. This is an administrative function of Council and there is no legislative obligation to submit a motion for consideration.

Financial and Resource Implications:

There are no costs associated with submitting motions for debate other than internal staff resources, and the requirement for a Councillor to attend the NGA to speak to the motions.

As a President of ALGA, Mayor Burnett’s registration fee, travel and accommodation costs will be covered and will have no impact on the Elected Members budget.

Registration, travel and accommodation costs are applicable for all other conference attendees. The costs below are estimated, per person. There is sufficient funding for two Councillors to attend NGA within the Elected Members budget.

Registration (per person)	Travel and accommodation (per person)	Total estimate (per person)
\$979	Flights - \$1,000 Accommodation - \$1500	\$3,479

Anticipated Resolution Completion Date:

31 March 2025: Deadline to submit motions to ALGA

Attachments:

1. Proposed ALGA Motion – Modernising Electrical Infrastructure
2. Proposed ALGA Motion – Battery Waste Crisis

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS